

# OUTLINE OF CONTRACTOR'S SAFETY PROGRAM PLAN

## OVERVIEW

1. A policy statement signed by the top manager of the company depicting his/her commitment to safety.
2. The specific objectives of the safety program.
3. The administrative responsibilities for effecting the accident prevention program (i.e. the identification and accountability of the employer's personnel responsible for accident prevention). A resume depicting the experience of the individual assigned the responsibility of safety management/oversight shall be included in the plan. Provide a key list of personnel to be contacted in time of emergency.
4. A statement depicting the contractor will not invalidate the integrity of safety systems without proper authorization.
5. The methods by which the employer intends to meet the objectives of the safety program, to include plans for:
  - a) Layout of temporary construction buildings and facilities.
  - b) Conducting safety training and safety meetings.
  - c) Traffic control and marking of hazards to cover haul roads, intersections, railroads, utilities bridges etc.
  - d) Maintaining continued job cleanup, safe access, and egress.
  - e) Fire protection.
  - f) Disaster and emergency preparedness to include emergency actions to be taken to secure dangerous conditions and protect personnel in the event of an accident.
  - g) Inspection of the job sites by competent persons including reports to be kept.
6. Assuring compliance with 29 CFR 1910, 29 CFR 1926 and the requirements of this manual.
  - a) Immediate reporting of accidents to the Contracting Officer, as well as the procedures for securing an accident scene to preserve evidence in the event of an accident or an act of nature.
  - b) Fall protection program.
  - c) Confined Space Entry (wherever it is necessary to perform confined space entry activities).
  - d) Respiratory Protection Program (wherever it is necessary to use respiratory protective equipment).
  - e) Pneumatic testing of pressure systems (wherever pneumatic pressure testing is to be conducted).

- f) Underwater diving (wherever diving activities are to be performed during the course of construction).
- 7. The plans for preventing alcohol/drug abuse on the job.
- 8. The contractor shall provide a detailed outline of the “Safety Orientation” that is intended for briefing of employees/subcontractor personnel to the unique safety requirements of working at SSC.
- 9. An activity hazard analysis section (Attachment 3 shows instructions, a typical format, and examples of an activity hazard analysis) depicting:
  - a) The types of hazards present for hazardous construction activities (e.g. excavations/shoring, confined space, scaffolding, crane lifts, pile driving, radiography, etc.).
  - b) The precautionary actions planned to control the hazards identified.
  - c) The activity hazard analysis is also applicable to hazardous construction activities of subcontractors to the Contractor.

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### **SAFETY ASSURANCE**

1. The following documentation shall be provided prior to the equipment being inspected/used on the job site or operations being performed.
  - a) Current and valid certifications by a national board certified ASME inspector of pressure vessels or boilers used on the job site.
  - b) Submittals for underwater diving operations as outlined in Section 7.6, Diving / Underwater Work.
  - c) Record (data and results) of current, thorough annual inspection of hoisting/lifting machinery made by a competent person. A competent person is defined as an individual who has had sufficient classroom education on crane inspections/certification from a professionally developed training program and sufficient practical experience to assure that deficiencies are identified upon performing inspections on hoisting/lifting equipment.
  - d) Material Safety Data Sheets (MSDSs) for all chemicals and hazardous materials proposed for use as SSC must be provided to the Contracting Officer for submission to SSC Office of Safety and Mission Assurance for approval **PRIOR TO THE DELIVERY OF THE CHEMICAL(S) OR HAZARDOUS MATERIALS AT SSC**. Prior to use of the material the Contractor must inform SSC Office of Safety and Mission Assurance as to the proposed industrial hygiene controls to be implemented when performing work with the chemicals or hazardous materials.
2. The following documentation (if applicable) shall be made available to SSC Office of Safety and Mission Assurance upon request for purposes of safety audits/reviews to assure the Contractor is maintaining an effective safety program.
  - a) Contractor safety orientation for employees.
  - b) Records of hazard communication training for employees.
  - c) OSHA Form 300 depicting accident reporting.
  - d) Records of current training in first aid/CPR. (For electrical workers and personnel involved in confined space entry and standby operations).
  - e) Industrial hygiene sampling reports or noise measurements made by the Contractor.
  - f) Records depicting the individuals are properly trained and medically fit for respirator use.
  - g) Records or training for Confined Space Entry and standby operations.
  - h) Records of weekly toolbox safety meetings for employees.
  - i) Records of safety inspections to include findings and corrective actions taken.
  - j) The Contractor's safety manual/handbook provided to employees.
  - k) Employee qualifications/certifications.

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### ACTIVITY HAZARD ANALYSIS (Description/Examples)

#### INSTRUCTIONS FOR THE COMPLETION OF THE ACTIVITY HAZARD ANALYSIS

1. Contractor/subcontractor - Name of contractor or subcontractor conducting construction activities.
2. Construction Activity - General description of construction activity. Examples: Pile Driving, Pouring Foundation, Structural assembly of building, etc.
3. Facility - Description of facility end item. Examples: Equipment Storage Building, Gantry Crane, Potable Water Line, Test Stand, etc.
4. Date - Date of Activity Hazard Analysis.
5. Location - Location of construction activity. Example: Stennis Space Center (Project) Area.
6. Estimated Start Date - Estimated start date of construction activities at SSC.
7. Item - Numerical identification for each phase of work.
8. Phase of Work - Description of each phase of work associated with each individual position. Examples: Arc Welding, Electric hand tools, Acetylene & oxygen cutting, Painting, Fuel powered hand tools, Compressed Air, Excavation and backfill, etc.
9. Safety Hazard - Description of all of the hazards to which the employee or other employees in the area are exposed for each phase of work. Example: Flammability, Falls from heights, Fumes, Paint Spills, Electric shock, Defective ladders, Maintenance of the leads, etc.
10. Precautionary Action Taken - Description of the precautionary action taken to insure the identified hazard doesn't cause an accident. Examples: Store in well ventilated area free from excessive heat, sparks, open flames, or direct rays of the sun; Inspect electric cord before use and use ground fault circuit interrupter; Excavated material shall be stored and retained at least two feet from the edge of the excavation and at a distance to prevent excessive loading on the face of the excavation.
11. Contractor/Subcontractor Signature - Self Explanatory.